


C.F. 314061

City of Seattle
Notice of Appointment

Name: <i>Lisa Fraser</i>		<input checked="" type="checkbox"/> Executive Appointment <input checked="" type="checkbox"/> Reappointment <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>Queen Anne</i>	Zip Code: <i>98109</i>	Contact Phone No.: <i>(206) 812-0161</i>
Appointed to: <i>Seattle Special Events Committee Citizen Advocate Representative</i>		Date of Appointment: <i>September 9, 2014</i>
Authority (Ord., Res.): <i>SMC 15.52.020 Committee membership</i>		Term of Office: From: <i>Confirmation</i> To: <i>May 1, 2015</i>
Background: <ul style="list-style-type: none">• <i>Lisa is in her 15th year with SH Worldwide, overseeing the sales and logistical teams for Seattle events and national meetings</i>• <i>Lisa has served as Special Events Committee Citizen Advocate Representative since April 2008</i>• <i>Lisa is an at-large representative</i>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: <i>Mayor Edward B. Murray</i>

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CITY OF SEATTLE
2014 SEP - 9 PM 3:33
CITY CLERK

Lisa M. Fraser

Seattle, WA
[REDACTED]

OBJECTIVE

To obtain a position that utilizes my leadership and management background and special event logistic experience to contribute to an effective results-oriented team within the organization by which I am employed.

KEY ATTRIBUTES

- Competent, committed, reliable professional with a proven record of success in assuming increased levels of responsibility
- Over 20 years experience in team management, executive leadership, special event logistics, budget management and proved implementation of productivity improvement processes
- Excellent written and verbal communication skills
- Effective team member who is comfortable both leading and collaborating

EMPLOYMENT HISTORY

SH Worldwide, Inc.

Seattle, WA

Vice President; Global Meetings and Events

2010-Present

- Management of 16 full time employees, 3 part time employees
- Management of all DMC/Registration/Event Services department sales and operations
- Consult for high level execution and logistics for corporate/association events
- Responsible for driving overall sales/profit goals
- Responsible for creating, implementing department efficiencies
- Responsible for department budgets
- Overall company efficiencies

Vice President of Event Operations

2008-2010

- Management of 6 full time employees, 3 part-time employees
- Management of all DMC operations
- Responsible for high level execution and logistics for corporate/association events
- Responsible for driving operation profit goals
- Responsible for creating, implementing department efficiencies
- Overall company efficiencies

Director of Operations

2004-2008

- Management of 6 full time employees, 3 part-time employees
- Management of all DMC operations
- Responsible for high level execution and logistics for corporate/association events
- Responsible for driving operation profit goals
- Responsible for creating, implementing department efficiencies
- Overall company efficiencies

Sr. Event and Program Manager

1998-2004

- Management of 3 full-time employees
- Responsible for execution and logistics for corporate/association events

Sorrento Hotel

1994-1998

Food and Beverage Supervisor

- Management of 25 part-time employees including wait, bar and support staff
- Managed day to day operations of The Hunt Club, Fireside Lounge and summer restaurant Capri
- Responsible for meeting daily and monthly sales goes for all food and beverage outlets
- Responsible for hiring, scheduling and training all front of house food and beverage staff

TECHNICAL SKILLS

Microsoft Word, Excel, Publisher, PowerPoint, Outlook and Outlook Express, Quickbooks, Internet savvy

REFERENCE UPON REQUEST

SEATTLE SPECIAL EVENTS COMMITTEE

Four members: Per SMC 15.52.020, all subject to City Council confirmation, one-year terms

- 0 Appointed by City Council
- 4 Appointed by Mayor

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	F	1	Lisa Fraser	09/09/14	05/01/15	3	Citizen Advocate Representative	Mayor
6	M	2	Tom Anderson	09/09/14	05/01/15	3	Citizen Advocate Representative	Mayor
5	M	3	Oliver Little	09/09/14	05/01/15	2	Citizen Advocate Representative	Mayor
6	F	4	Philippa Hoshko	09/09/14	05/01/15	2	Citizen Advocate Representative (Alt.)	Mayor
		5						
		6						
		7						
		8						
		9						

***Diversity**

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	Other**	Caucasian
Mayor	2	2							1	3
Council										
Other Bodies										
Total	2	2							1	3

***Other includes diversity in any of the following: race, gender and/or ability*